



# United States Air Force Honor Guard



## 2008 Application Instructions

You should consult AFMAN 33-337 (USAF Tongue & Quill) for writing guidance. Members wishing to apply to the USAF Honor Guard must:

- 1) Scan all tabs and submit application electronically, click below for detailed instructions:  
<http://www.honorguard.af.mil/shared/media/document/AFD-070119-084.pdf> (**electronic applications are preferred; if you cannot scan, see alternative in item 2)**

<b>1st Pg</b>	<b>Table of Contents</b> (print just this first page and enclose as the Table of Contents)
<b>Tab 1</b>	<b>USAF Honor Guard – Commander’s Application Endorsement Memorandum</b> (available electronically at <a href="http://www.honorguard.af.mil/recruiting/">http://www.honorguard.af.mil/recruiting/</a> )
<b>Tab 2</b>	Copy of <b>Record Review</b> from vMPF; choose “Record Review/Update” from the right menu, then select “View/Print All Pages” from the left menu.
<b>Tab 3</b>	Two full-length photographs (8x10), wear long-sleeve service blues, tie/tab & no hat. One front view pose; one profile pose (photograph profile 90° from the front view)
<b>Tab 4</b>	In memorandum format, <b>Personal Statement</b> of why you are applying for a position with the United States Air Force Honor Guard (limit to one page).
<b>Tab 5</b>	Two <b>Letters of Recommendation</b> (Chief Enlisted Manager and one additional letter, from applicant’s choice)
<b>Tab 6</b>	Copies of five, most recent, <b>Enlisted Performance Reports</b>
<b>Tab 7</b>	Recent <b>Report of Medical Examination</b> (DD Form 2808), completed within 60 days of application
<b>Tab 8</b>	Recent <b>Physical Profile Serial Report</b> (AF Form 422); indicate profile & height completed within 60 days of application
<b>Tab 9</b>	<b>Individual Fitness Report</b> from your Unit Fitness Program Manager; recent score must be less than 6 months old
<b>Tab 10</b>	<b>USAF Honor Guard – Authorization for Release of Information</b> (available electronically at <a href="http://www.honorguard.af.mil/recruiting/">http://www.honorguard.af.mil/recruiting/</a> )
<b>Tab 11</b>	<b>USAF Honor Guard – Presidential Support Program Questionnaire</b> (available electronically at <a href="http://www.honorguard.af.mil/recruiting/">http://www.honorguard.af.mil/recruiting/</a> )

- 2) If you cannot scan, then prepare a **Special Duty Application Package** in a white, 1-inch, 3-ring binder, with each section tabbed as indicated below. Mail Package to:  
USAF HG/DTR - Recruiting  
50 Duncan Ave., Ste 1  
Bolling AFB, DC 20032  
Notify USAF Honor Guard Recruiting Office that application has been submitted by emailing [hgrecruiting@afncr.af.mil](mailto:hgrecruiting@afncr.af.mil).
- 3) Phase 1 includes the initial package review for completion. Applications not approved to proceed to Phase 2 will be sent back to the applicant.

- 4) Select applications will be approved to proceed to Phase 2. Phase 2 includes:
  - USAF HG/Security Manager credit check on all applicants (approx 5 duty days)
  - Application review panel evaluation process (approximately 10 duty days)
  - USAF HG/Commander select/non-select approval (approximately 5 duty days)
- 5) Select applications will be approved to proceed to Phase 3, Phase 3 includes:
  - AFSC release; this is coordinated with the USAF HG Functional Manager and individual applicant's Functional Manager. **Do not attempt to contact, or have someone else contact on your behalf, AFPC.** (approximately 6 weeks)
- 6) If needs of the Air Force allow release approval, each applicant will receive a letter of selection from the USAF Honor Guard.
- 7) Any applicant not approved for subsequent phase (after Phase 1) will receive a letter explaining their non-selection status.

#### **Minimum Qualifications, All Applicants:**

1. Meet assignment quality control standard IAW AFI 36-2110, Assignments Quality Control, paragraph 2.40. <http://www.e-publishing.af.mil/pubfiles/af/36/afi36-2110/afi36-2110.pdf>
2. EPRs must show that the applicant has consistently demonstrated high standards of character, discretion, loyalty and performance.
3. Physical profile of 111111, Disqualifiers: history of posture, back, knee, feet, joint or equilibrium problems.
4. 20/20 vision, or correctable via contact lenses.
5. Must present impeccable military image and conform to exacting grooming standards; no shaving waivers.
6. No fear of firearms or have a history of anxiety, emotional or nervous system disorders.
7. Ability to speak clearly and distinctly with no speech impediment.
8. Ability to lift 40lbs
9. Minimum height requirement for males is 5' 10" and 5' 6" for females.
10. Have no conviction under the UCMJ during current enlistment.
11. Minimum "General" AQE score of 30.